

MDW ACCIDENT PREVENTION PLAN HANDBOOK

TRAVEL SAFETY

Safety Training Goal: Know basic safety requirements for safer travel.

1. Introduction.

a. While on travel, whether for business, or personal, you don't want to think about being a victim of crime. With the fear of crimes against travelers on the rise, the travel industry has compiled these tips from safety experts to help travelers stay out of harm's way. By taking a few simple precautions you can prevent yourself (and your family) from being victimized.

b. Stay particularly alert upon arrival and departure. Most travelers are cautious on the road, but let their guard down as soon as they walk into a hotel lobby. Criminals target arriving and departing guests who general have cash and valuables with them. Departing guests are also prime targets. In their haste to catch a plane, they're unlikely to take the time to fill out reports.

2. Discussion.

a. Prior to Leaving.

(1) Review homeowners and travel insurance to make sure you're covered for any conditions that may develop during your absence.

(2) Plan to have newspapers and mail deliveries suspended.

(3) Leave a car parked in the driveway.

(4) Keep a list of credit card and travel check numbers separate.

(5) Pack as lightly as possible. Heavy baggage will slow you down and make you more vulnerable to pickpockets and thieves. Keep in mind those thieves also target expensive, designer luggage more than less conspicuous kinds.

b. City Travel.

(1) If you are unfamiliar with the area, ask hotel front desk personnel or concierge for assistance with directions.

(2) Use travelers checks whenever possible. Keep your long distance telephone card number secure. Dial so that an observer will not overhear or observe your card number.

MDW ACCIDENT PREVENTION PLAN HANDBOOK

c. Hotel Safety.

(1) Always call to verify the identity of anyone knocking at your door. Most rapes occur in hotels because guests don't double check. One common scam is to pick up the breakfast request menus hanging outside guestroom doors. The criminal then knocks at the door at the time the guest requested breakfast.

(2) Front desk staff should write down guestroom numbers, not call out the room number or the guest's name. Watch out for other situations where hotel staff could reveal this same information. For example, some cash registers at hotel bars and restaurants have a small screen that displays guest names and room numbers when they bill items to their room.

(3) Ask a hotel staffer to stay in the room when you first reach it to make sure it is empty. (Check closets, bathrooms, etc. Lock the doors immediately after the staff member leaves.)

(4) Upon initial entry, also check door and window locks, in-room safe locks, doors connecting to adjacent guest rooms and sliding glass door locks to make sure they work. If they don't, report it to the front desk immediately and ask to be moved to another room.

(5) Make a mental note of stairwells and fire exits. Walk to the fire escape to familiarize yourself with the emergency escape route and to make sure the door works.

(6) Don't leave valuables in your room. Chances are, a seasoned burglar will find any hiding place you create. Store jewelry, cash, and important documents in in-room safes or safety deposit boxes at the front desk.

(7) Watch out for criminals in parking lots. Even if a hotel seems safe, it may border a deserted or questionable neighborhood. Request an escort or use valet parking if you feel unsafe. Also, ask yourself: is the parking lot fenced in and well lit? Would heavy foliage make it easy for someone to hide near the cars? How limited is access to the property? What is the area near the property like? Keep the same issues in mind for suburban properties.

(8) Check location and supervision of health clubs before using them. If they are remote and unattended, they could pose a crime problem as well as a danger in case of personal injury.

(9) Look into elevators carefully before you enter. If anyone looks suspicious, don't take a chance.

MDW ACCIDENT PREVENTION PLAN HANDBOOK

(10) Don't be afraid to ask for another room if you feel you may have been put in one that is unsafe (i.e. at the end of a hall or on a ground level).

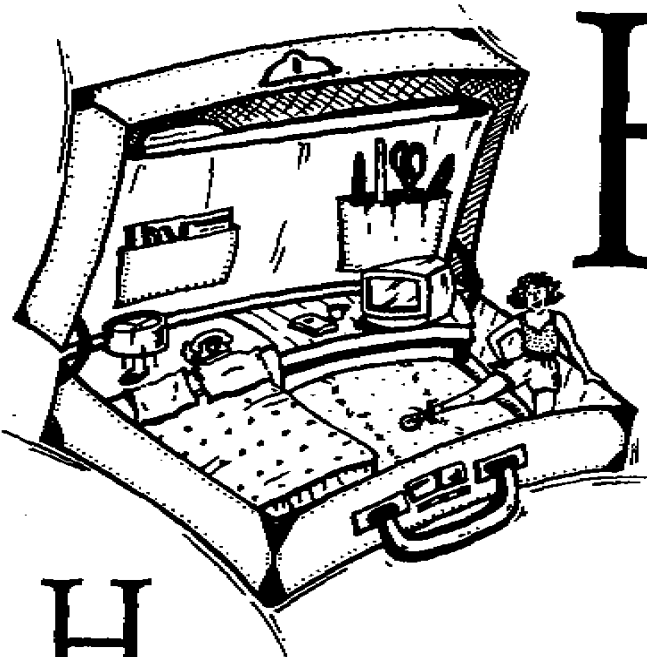
(11) Don't reveal your room number or travel plans in a crowded area where you could be overheard.

(12) Keep your room key concealed. Avoid displaying it in restaurants, at swimming pools, or in other public places where it can be viewed or stolen.

(13) Carry a purse close to your body, not dangling by the straps. Put a wallet in an inside coat or front pants pocket.

3. Conclusion.

Many of the same common sense safety rules you would use when at home apply to travel safety. Whether traveling for business, personal reasons or a vacation don't forget to follow the safety precautions that will help ensure a safe trip.



Hassle-Free Travel Tips

Here are some pointers to keep in mind when you travel on business. They can help you reduce tension, put travel time to good use and improve your health and security:

Preparing at Home

- If you have family members at home or friendly neighbors, leave phone numbers with them where you can be reached.
- Leave specific instructions for anyone handling child care while you're gone, such as household rules and what to do about visitors, medications, meals and activities.
- Ask a friend or neighbor to pick up mail and newspapers. If that's not possible, request that your mail be held and that newspaper delivery be suspended while you're gone. But avoid displaying notes on your front door.
- Travel as lightly as possible, packing items that can do double duty, such as dress shoes that could pass as comfortable walking shoes. Be sure to pack your exercise clothes and any portable exercise gear you may have, such as a jump rope, a rubber expander, swimming goggles or inflatable weights that can be filled with water.

On the Road or in the Air

- Take breaks to stretch, breathe deeply and shake out the kinks when fatigue starts to set in. Keep your clothing loose.
- *Counteract tension by taking several regular deep breaths.*
- Relax tight muscles by flattening your back against your seat, pulling your stomach in, holding your breath for a count of five and repeating; by rolling and shrugging your shoulders several times; by lifting your chin slightly and opening and closing your mouth as if chewing; by curling your toes, *tensing your feet*, holding that position and slowly relaxing the muscles; and by repeating this tension/relaxation cycle with different parts of your body.
- Use a radio or recordings in a car and the headphones in a plane for stress-busting music or comedy.

At Your Destination

- Dress conservatively, carry your own luggage (and stay with it) and carry travelers checks and credit cards instead of lots of cash.
- Opt for accommodations with or

near a fitness club, tennis courts, golf course, pool or jogging path. Try to exercise vigorously at least three times a week, 20 to 30 minutes each time. If you do jog, carry ID with you.

- When entering a hotel room for the first time, leave the door open while you inspect closets, under beds and in the bathroom. Then close and lock the door, keep the curtains closed and, when you're not in your room, leave the TV on.
- Make a mental note of where the fire escapes are.
- Check out the local TV guide for exercise programs. You can get a half-hour workout in the privacy of your own room. Some hotels even offer their own fitness classes for guests.
- Whenever possible, use stairs instead of the elevator, and walk to meetings. Explore the area you're visiting and do any sightseeing you can on foot.
- If you see the sign "Watch out for pickpockets" or if someone asks if you've lost any money, resist the urge to check your purse or pockets. A pickpocket may be watching to see where you keep your money.
- Always keep valuables and important business documents with you.

Hotel Fire Safety

Business Trip Basics

It pays to be "fire safe" when you're traveling on business. A little bit of planning can help protect you if there's a fire in your hotel.

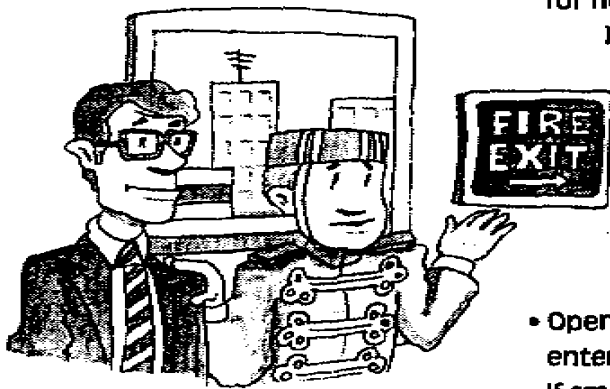
Get Acquainted

Become familiar with your surroundings beforehand. When you check in, ask where the fire escape plan is. Look around for the stairway exit closest to your room—and for an alternate exit. Count the number of doors between your room and each exit. You may have to escape through a dark, smoky corridor. Also note where the fire escapes are and how to use them.

If There Is a Fire

If you hear a smoke alarm, smell smoke or see smoke coming under your door, do the following:

- Before opening your door to the hall, feel the whole door for heat. If any part of the door is hot, do not open it. Get low to avoid smoke. Seal the door with blankets or mattresses. Also seal off air-conditioning grills.
- Close as many doors as possible between you and the fire.
- Stay close to the floor and wait for rescue. A wet towel over your mouth and nose can make it easier to breathe. Use your phone to call for help.
- Open windows to provide fresh air only if smoke has entered the room or to signal for help with a bright cloth. If smoke begins to enter the room through the opened window or if it rushes in from around the door or vents, immediately close the window.
- If a door does not feel hot, there may still be hot or toxic gases and fire on the other side, so open it carefully.
- If the hall is clear, go to your nearest exit stairs or, if necessary, fire escape. Never use the elevator in a fire.



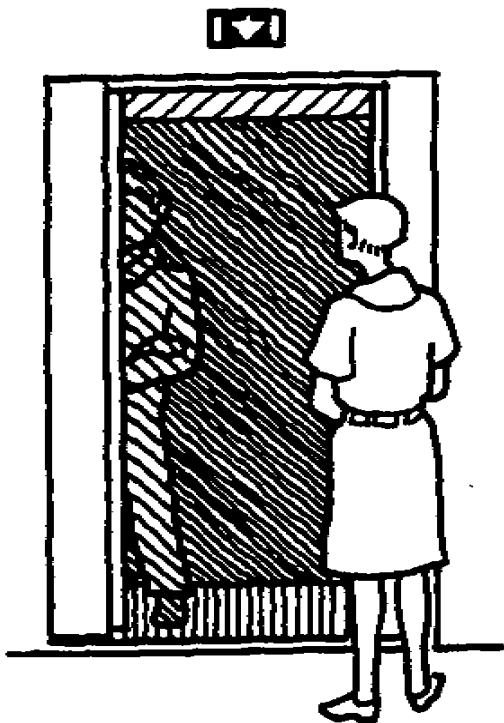
Plan to Survive

The best time to think about fire safety is *before* a fire starts. Getting to know your surroundings and planning your escape strategy may help you survive a hotel fire.

Which Floor Please?

Some Tips About Elevator Safety

While elevators are something many people take for granted in this modern high-rise world, they can be a source of accidents and danger. Here are some tips on elevator safety to help you avoid such pitfalls:



- ▼ Avoid trying to stop and enter an elevator once the doors start closing.
- ▼ Always look before stepping into an elevator, especially if the light is dim.
- ▼ Become familiar with the emergency buttons in the elevators you use so you won't press them by accident if you're in a hurry, but you'll still be ready to use them if necessary.
- ▼ Use the passenger elevator, not the freight elevator.
- ▼ Know where the stairwell is, in case you need to use it in an emergency. For instance, if there's a fire anywhere in the building, take the stairs rather than an elevator.
- ▼ If the building is nearly deserted, wait for an empty elevator rather than getting into one with a stranger.
- ▼ If someone in an elevator makes unwelcome advances or if you just feel nervous about another passenger, press all the floor buttons you can. This will give you more opportunities to get out of an unpleasant situation.

As you can see, elevator safety is mainly a matter of staying alert and using common sense and courtesy. Keeping aware of the hazards and conditions of elevators will insure that they remain convenient tools of modern living.